

PRE-SUBMITTAL MEETING INFORMATION

The pre-submittal meeting stage of the subdivision/development planning comprises an investigatory period which precedes actual preparation of preliminary plats or plans by the applicant. During this meeting, the applicant makes known his/her intentions to the Development Review Committee (DRC) and the DRC responds to questions regarding platting and development procedures and requirements.

Submit a packet of information to the Development Services Desk to request a pre-submittal meeting. The packet should include:

1. Copy of the preliminary site plan or layout.
2. List of specific questions.
3. List of departments that are requested to attend the meeting.

What to do before requesting a pre-submittal meeting

The City of Arlington website (www.ci.arlington.tx.us) contains the Virtual Map Room as well as the Subdivision Regulations and Design Criteria Manual.

To research the zoning and platting issues, visit the Development Services Desk, located on the 2nd floor – City Hall – 101 West Abram Street. The telephone number is 817-459-6526.

Zoning – How is the property zoned? Is this use permitted in this zoning? Is a Specific Use Permit required? Is rezoning necessary?

Proposed use _____ Current Zoning_____

Platting – Is the property platted? Do the lots meet the minimum size requirements for the zoning?

Visit the Map Room located on the 1st floor – City Hall – 101 West Abram Street. The telephone number is 817-459-6606.

What infrastructure is in place? Is there water and sanitary sewer service to the site?

FEMA maps are available for viewing to help determine if the property is in or near floodplain/floodway.

How is the property accessed - public street or private access easement? If a public street, is it possible that right-of-way is needed?

Review all applicable city ordinances such as Subdivision Regulations, Design Criteria Manual, Zoning Ordinance, Building Code, etc.

Develop a list of specific questions.

Unacceptable example:

“How should drainage be handled from this site?”

Acceptable example:

“We have researched the existing drainage system and it appears to be undersized for our development runoff. We propose to do the following ...”

Prepare a preliminary site plan or layout. Include the address and/or legal description.

Bring all copies of Map Room research information to the pre-submittal meeting.

The proposed use is _____

The legal description of the property is _____

The address of the property is _____

The property is zoned _____

There (is) (is not) existing water and sanitary sewer service to this property.

Name _____

Address _____

City, State, Zip _____

Phone _____

Phone 2 _____

E-mail _____